



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REAL ESTATE APPRAISER COMMISSION

500 JAMES ROBERTSON PARKWAY, SUITE 620

NASHVILLE, TENNESSEE 37243

615-741-1831

APPLICATION FOR APPROVAL OF EDUCATIONAL COURSES

APPLICANT:

NAME

STREET ADDRESS

CITY

STATE

ZIP

AREA CODE

TELEPHONE NUMBER

INSTRUCTOR(S):

(attach resume and instructor approval form)

NAME

NAME

COURSE CREDIT FOR:

LICENSING/CERTIFICATION _____

CONTINUING EDUCATION _____

BOTH _____

COURSE TITLE:

(attach comprehensive course outline)

TITLE _____ CREDIT _____ NON-CREDIT _____ OTHER _____

GRADING:

(state minimum requirements; attach copy of typical examination)

ATTENDANCE POLICY:

(state minimum requirements)

COURSE LENGTH:
(50 minutes of instruction = 1 credit hour)

TOTAL CLASSROOM HOURS _____

COURSE PREREQUISITE(S):

TYPE OF INSTITUTION:

STATE UNIVERSITY _____ PRIVATE UNIVERSITY _____ COMMUNITY COLLEGE _____

PROPRIETARY _____ STATE TECH INST _____ OTHER _____

SCHEDULING:

QUARTER _____ SEMESTER _____ OTHER _____

MATERIALS:
(please submit four sets)

PROMOTION:

(describe; if advertising is used, please submit copies of typical advertisements and brochures)

PRINTED NAME

SIGNATURE

DATE



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REAL ESTATE APPRAISER COMMISSION
500 JAMES ROBERTSON PARKWAY, SUITE 620
NASHVILLE, TENNESSEE 37243
615-741-1831

INSTRUCTORS APPROVAL

1. Name _____
2. Have you ever been disciplined by any licensing or certifying body?
Yes _____ No _____ If yes, explain on separate sheet of paper.
3. Check at least one area in which you meet the requirements for Qualifying Education Courses:
_____ A baccalaureate degree in any field and three (3) years of experience directly related to the subject matter to be taught; or
_____ A master's degree in any field and one (1) year of experience directly related to the subject matter to be taught; or
_____ A masters or higher degree in a field that is directly related to the subject matter being taught;
_____ Five (5) years of real estate appraisal teaching experience directly related to the subject matter to be taught; or
_____ Seven (7) years of real estate appraisal experience directly related to the subject matter to be taught.
4. Check at least one area in which you meet the requirements for teaching Continuing Education Courses:
_____ Possession of three (3) years of experience directly related to the subject matter to be taught; or
_____ Possession of a baccalaureate or higher degree in a field directly related to the subject matter to be taught; or
_____ Possession of three (3) years of teaching experience specifically related to the subject matter to be taught.



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
REAL ESTATE APPRAISER COMMISSION
500 JAMES ROBERTSON PARKWAY
NASHVILLE, TENNESSEE 37243-1166
(615) 741-1831

UNIFORM REQUEST FOR EDUCATION CREDIT

This form was developed for reporting continuing education to the Tennessee Real Estate Appraiser Commission. It is suggested that you keep a photocopy of this form prior to submittal.

LICENSEE NAME

LICENSEE NUMBER

COURSE PROVIDER

NUMBER OF CLASSROOM/EXAM HOURS

PROGRAM LOCATION

TITLE OF PROGRAM

PROGRAM DATES

INSTRUCTOR/PRESENTERS

DESCRIPTION OF ACTIVITY AND CONTENT

DESCRIPTION CONTINUED

EVIDENCE OF COMPLETION (SIGNATURE OF INSTRUCTOR OR PROGRAM OFFICIAL MUST BE PROVIDED)

I certify that I have completed the above-described course. I am aware that any misrepresentation by me may become subject to disciplinary action.

SIGNATURE OF LICENSEE

DATE

Please complete below for confirmation.

TITLE OF EDUCATIONAL PROGRAM DESCRIBED ABOVE

LICENSEE NAME

MAILING ADDRESS

CITY

TN

ZIP CODE

FOR OFFICE USE ONLY

PHONE NUMBER

PROVIDER COURSE APPROVAL

FEES ARE AS FOLLOWS:

1. \$100 for courses 2-14 hours (continuing education only)
2. \$200 for courses 15 hours or more (continuing or qualifying education)

These fees will cover a two-year period. No fee will be required from state universities, colleges, and junior colleges, which provide courses for qualifying or continuing education.

Continuing education courses, except USPAP, no longer require an examination. If a course is given for both qualifying and continuing education, a course provider **must** subtract the exam hours from course hours if a student wishes to take the course for continuing education only.

When submitting course information, please submit four (4) copies of all information. No correspondence courses will be approved.

NEW: Failure to renew within thirty (30) days of the course expiration date will require a fifty dollar (\$50.00) penalty. If a renewal is not received within three (3) months after expiration, a new application will be required.

Please review the course guidelines carefully for further instructions prior to submitting the course information.

If you have any questions regarding course approval, please contact the Commission office.

1255-2-.05 COURSE PROVIDER APPLICATIONS.

- (1) The provider of any course(s) in real estate appraisal for which the approval of the Tennessee Real Estate Appraiser Commission is sought shall submit an application on the form prescribed by the Commission.
- (2) The provider shall submit with the application the following:
 - [a] a resume outlining the education and experience of the instructor(s) of such course(s);
 - [b] a detailed description of the content of such course(s);
 - [c] the projected schedule for the teaching of such course(s); and
 - [d] such other information as the Commission may reasonably request.
- (3) Any provider of any course in the Uniform Standards of Professional Appraisal Practice shall, in addition to the above requirements, indicate on the application form that the provider will give all students a copy of the edition of the Uniform Standards of Professional Appraisal Practice which is taught in the course.

1255-2-.06 COURSE GUIDELINES

- (1) The applicant shall demonstrate to the satisfaction of the Commission that each course submitted for approval will:
 - [a] cover subjects which are reasonably related to the practice of real estate appraisal and suitably advanced to benefit and enrich the students enrolled;
 - [b] be conducted in a facility which meets the requirements of the Americans with Disabilities Act and contains adequate space, seating, and equipment;
 - [c] consist of no fewer than two (2) classroom hours for continuing education and fifteen (15) hours and tested for licensure/certification requirements.

- [d] incorporate appropriate methods for determining whether a student has successfully completed such course. Such methods shall include, but not be limited to:
 - (1) a minimum attendance requirement of eighty percent (80%), except that such requirement shall be one hundred (100%) if the course consists of eight (8) or fewer classroom hours;
 - (2) provisions to make up for classes missed by a student; and
 - (3) for qualifying education and courses in the Uniform Standards of Professional Appraisal Practice a minimum passing requirements of seventy percent (70%) and a comprehensive final examination (or equivalent measure of achievement).
- (2) Each hour of classroom instruction shall consist of fifty (50) minutes out of each sixty (60) minute segment of actual instruction.
- (3) The following definitions are provided for the terms “qualifying education” and “continuing education.”
 - [a] Qualifying education means education that is creditable toward the education requirements for initial licensure or certification under one or more of the three real estate appraiser classifications (Licensed Real Estate Appraiser, Certified Residential Real Estate Appraiser, and Certified General Real Estate Appraiser).
 - [b] Continuing education means education that is creditable toward the education requirements that must be satisfied to renew licensure or certification as a Licensed Real Estate Appraiser, Certified Residential Real Estate Appraiser, and Certified General Real Estate Appraiser.
- (4) The courses listed in rules 1255-2-.07 and 1255-2-.08 are additions to those outlined in other sections and those lists of courses supplement those courses identified in other rules.

1255-2-.07 COURSE CONTENT GUIDELINES - QUALIFYING EDUCATION

- (1) The course involves a minimum of fifteen (15) classroom hours of instruction, including examination time, on acceptable topics.
- (2) The course must generally be broad in scope and must cover various principles, concepts, standards, practices and/or methods that are applicable generally to the performance of a wide range of appraisal assignments that will commonly be encountered by licensed or certified appraisers in connection with appraisals in “federally-related transactions” as defined by Title XI of the Financial Institutions Reform, Recovery and Enforcement Act (FIRREA). The courses must be intended to provide the student with a broad-based foundation of knowledge and skills in real estate appraising.
- (3) Listed below are the categories of courses that are acceptable as qualifying education under this program.
 - [a] Courses on Basic Real Estate Appraisal Principles and Practices
 - 1. This category includes courses that are broad in scope and that focus on basic real estate appraisal concepts, principles, and methods that are applicable generally to the appraisal of most types of real estate.
 - 2. Specific topics that should typically be covered in such courses include:
 - i. Basic Concepts of Value (Types of Value, Forces & Factors Influencing Value and Economic Principles of Value)
 - ii. Legal Considerations in Real Estate Appraisal
 - iii. Characteristics and Analysis of Real Estate Markets
 - iv. Money/Capital Markets and Real Estate Financing
 - v. The Valuation Process
 - vi. Neighborhood/Area Analysis
 - vii. Collecting Property Data and Property Description
 - viii. Basic Building Construction, Design and Function
 - ix. Basic Statistical Concepts Used in Appraising
 - x. Highest and Best Use Analysis
 - xi. Sales Comparison Approach

- xii. Site Valuation
 - xiii. Cost Approach
 - xiv. Income Approach
 - xv. Reconciliation
 - xvi. Valuation of Partial Interests
- (3) This category also includes basic real estate appraisal principles and practices courses which are oriented toward the appraisal of residential 1-4 unit properties.
- (4) Courses that fall within this category may have a variety of titles. Although courses will be judged based on their title, listed below are a few examples of course titles that acceptable courses might carry. These are provided merely to assist prospective applicants in understanding the types of courses likely to have acceptable content.
- i. Introduction to Real Estate Appraisal
 - ii. Fundamentals of Real Estate Appraisal
 - iii. Real Estate Appraisal Principles
 - iv. Residential Real Estate Appraisal Principles
 - v. Introduction to Residential Appraising
 - vi. Real Estate Appraisal Practices
 - vii. Basic Valuation Procedures
 - viii. Residential Appraisal Practices
- [b] Courses on Applied Residential Appraisal or Residential Appraisal Case Studies
- 1. This category includes courses that focus on the application of various basic real estate appraisal principles and methodology associated with the valuation process to practical problems encountered in appraising various types of residential 1-4 unit properties.
 - 2. Specific topics that would typically be covered in such courses include:
Practice Problems Related to Appraising Various Residential 1-4 Unit Properties (Problems might relate to data collection, market analysis, highest and best use analysis, site valuation, cash equivalency, paired sales analysis, estimating building costs and depreciation, gross rent multiplier analysis, reconciliation, etc.)
 - ii. Case Studies of Appraisals of Various Residential 1-4 Unit Properties
 - iii. URAR From Preparation
 - iv. Preparation of Narrative Residential Appraisal Report
 - 3. Courses which cover report preparation but which emphasize instruction on application of residential appraisal principles and methodology, or which include one or more comprehensive case studies of appraisals of residential 1-4 unit properties are also acceptable under this category. However, if a course focuses only on the mechanical aspects of report preparation, it is not acceptable.
- [c] Courses on Income Property Appraisal Principles and Methodology
- 1. This category includes courses that are broad in scope and that focus on real estate appraisal concepts, principles and methodology that are applicable generally to the appraisal of most types of income property.
 - 2. Specific topics that would typically be covered in such courses include:
 - i. The Valuation Process (review from perspective of appraising income properties)
 - ii. Market Analysis (from perspective of appraising income properties)
 - iii. Basic Income Property Valuation Concepts (Market Value and Investment Values, Types of Income, Rates of Return, Capitalization Concepts)
 - iv. Compound Interest and Discount Factors (Concepts and Applications)
 - v. Estimating Gross Income, Expenses and Net Operating Income
 - vi. Operating Statement Ratios and Analysis

- vii. Using Income Multipliers
 - viii. Direct Capitalization
 - Using Overall Capitalization Rate Extracted from Market
 - Using Overall Capitalization Rate Derived by Band of Investment Method
 - ix. Using Residual Techniques
 - x. Discounted Cash Flow Analysis (Yield Capitalization)
 - xi. Forecasting Cash Flows and Reversion (including Lease Consideration)
 - xii. Valuation with Basic DCF Formula Using Overall Yield (Discount) Rate
 - xiii. Valuation Using Various Yield Capitalization Formulas
 - xiv. Mortgage and Equity Interests (Concepts and Effect of Valuation)
 - xv. Investment Measures for the Equity Investor
 - xvi. Valuation Using Equity Capitalization Rate
 - xvii. Mortgage-Equity Analysis Using Ellwood Formula and Akerson Method
 - xviii. DCF Analysis Using Equity Yield Rate
 - xix. Deriving Yield Rates by Extraction and Buildup Site Valuation
 - xx. Sales Comparison Approach (applied to income property appraising)
 - xxi. Cost Approach (applied to income property appraising)
 - xxii. Reconciliation
3. Courses that fall within this category have a variety of titles. Although courses will be judged based on their content rather than their title, listed below are a few examples of course titles that acceptable courses might carry. These are provided merely to assist potential applicants in understanding the types of courses likely to have acceptable content.
- i. Introduction to Income Property Appraising
 - ii. Principles of Income Property Appraisal
 - iii. Appraising Income Property
 - iv. Basic Income Capitalization Theory and Techniques
 - v. Advanced Income Capitalization Theory and Techniques
- [d] Course on Applied Income Property Appraisal or Income Property Appraisal Case Studies
- (1) This category includes courses that focus on the application of various general real estate appraisal principles and methodology, particularly income capitalization concepts and methods, to practical problems encountered in appraising various types of income properties.
 - (2) Specific topics that would typically be covered in such course include:
 - i. Practice Problems Related to Appraising Various Income Properties (Problems might relate to market analysis, cash flow forecasting, collecting/analyzing data, subdivision development analysis, extracting/deriving yield rates, applying various discounted cash flow analysis techniques, highest and best use analysis, etc.).
 - ii. Case Studies of Appraisals of Various Income Properties
 - iii. Preparation of Narrative Income Property Appraisal Report
 - iv. UCIAR Form Preparation
 - (3) Courses which cover report preparation but which emphasize instruction on application of income property appraisal principles and methodology, or which include one or more comprehensive case studies of income property appraisals, are also acceptable under this category. However, if a course focuses only on the mechanical aspects of report preparation, it is not acceptable.
 - (4) If appropriate, the Commission may grant partial credit for courses that cover one (1) or more relevant topics but also include content that is not directly relevant.

- [e] Courses on the Uniform Standards of Professional Appraisal Practice (USPAP)
 - (1) These courses must cover the following sections of the USPAP: Preamble, Ethics Provision, Competency Provision, Departure Provision, Jurisdictional Exception, Definitions, Standards 1-3, and Statements on Standards relating to Standards 1-3, with primary emphasis on Standards 1 and 2.
 - (2) These courses may also cover Standards 4-10 and related Statements on Standards, provided that the primary focus of the course is on the sections indicated in 1. above.
- (6) Examples of some courses that are not eligible for approval of qualifying education, but could be acceptable for continuing education are listed below. This listing is not inclusive of all courses which are not acceptable for qualifying education:
 - [a] Courses which focus all or a vast majority of their instruction on only one comparatively narrow aspect of real estate appraising and which examine that one aspect in depth.
Examples are:
 - 1. Estimating Building Costs
 - 2. Estimating Accrued Depreciation
 - 3. Cash Equivalency
 - 4. Ellwood Mortgage-Equity Analysis
 - 5. Use of Financial Calculators in Appraising
 - 6. Subdivision Analysis
 - 7. Valuation of Partial Interests
 - [b] Courses which focus primarily on advanced concepts/methods, a specialized aspect of real estate appraising, or appraising one specific type of property. Example of these types of courses are those which focus primarily on the following topics:
 - 1. Real Estate Investments Analysis
 - 2. Feasibility Analysis
 - 3. Condemnation Appraising/Right of Way Appraising
 - 4. Review Appraising
 - 5. Mass Appraisal
 - 6. Litigation/Testifying as a Expert Witness
 - 7. Appraising Condominiums
 - 8. Appraising Manufactured Housing
 - 9. Appraising Office Buildings
 - 10. Appraising Farms
 - 11. Appraising Land
 - 12. Appraising Machinery and Equipment
 - [c] Courses intended specifically to prepare students for a real estate appraiser licensure/certification examination.
- (7) Qualifications of Instructors for Qualifying Education
 - [a] The instructor must not have been disciplined by any licensing or certifying body in any manner. For purposes of this rule "disciplined shall be defined as any letter, order or any other document or hearing which resulted in a finding of improper conduct by the instructor. An instructor may make written request to have this requirement waived. The Commission shall consider these requests on an individual basis.
 - [b] The Course owner/affiliated entity must have a written policy regarding instructor qualifications that requires the use of instructors who satisfy, at least one of the following qualification requirements at a minimum:
 - 1. A baccalaureate degree in any field and three (3) years of experience directly related to the subject matter to taught; or
 - 2. A masters degree in any field and one (1) year of experience directly related to the subject matter to be taught; or

3. A masters or higher degree in a field that is directly related to the subject matter to be taught; or
4. Five (5) years of real estate appraisal teaching experience directly related to the subject matter to be taught; or
5. Seven (7) years of real estate appraisal experience directly related to the subject matter to be taught.

1255-2-.08 COURSE CONTENT GUIDELINES - CONTINUING EDUCATION

- (1) The course must involve a minimum of two (2) classroom hours of instruction on acceptable real estate appraisal or related topics.
- (2) The course must contribute to the goal of maintaining or increasing the knowledge, skill and competence of real estate appraisers with regard to the performance of real estate appraisals in a manner that best serves the public interest. Courses are **not** acceptable if they would contribute only generally to the appraisers' knowledge of the business field rather than specifically to operating an appraisal business.
- (3) Courses that satisfy the qualification education course content are acceptable as continuing education. The Uniform Standards of Professional Appraisal Practice (USPAP) course may be approved as both qualifying education and repeated for continuing education credit.
- (4) These guidelines provide examples of topics that are considered to be either acceptable or unacceptable. These lists are not all -inclusive and are included for illustrative purposes to assist education providers in understanding the course content requirements under this program.

[a] Acceptable real estate appraisal topics are as follows:

1. Appraisal Arbitration
2. Appraisal Laws, Standards and Ethics (Review/Update/Applications)
3. Appraising Any Specific Type of Property (For example: single family residences, condominiums, manufactured housing, apartment complexes, condominiums, office buildings, warehouses, farms, rural properties, etc.)
4. Appraising from Blueprints and Specifications
5. Case Study of a Particular Type of Property
6. Cash Equivalency
7. Computer Applications in Appraising
8. Condemnation /Right of Way Appraising
9. Estimating Accrued Depreciation
10. Estimating Building Costs
11. Feasibility Analysis
12. Federal Agency Appraisal Regulations/Requirements
13. Highest and Best Use Analysis
14. Litigation (involving appraisal issues/appraiser testimony)
15. Mass Appraisal
16. Mortgage-Equity Analysis (Ellwood Formula)
17. Real Estate Investment Analysis
18. Real Estate Market Analysis (advanced or specialized application)
19. Review Appraising
20. Sales Comparison Techniques (advanced or specialized application)
21. Special Techniques in Appraising for Ad Valorem Taxation Purposes
22. State Agency Appraisal Regulations/Requirements
23. Subdivision Analysis

24. Uniform Standards of Professional Appraisal Practice (USPAP)
25. URAR Form Preparation
26. UCIAR Form Preparation
27. Use of Financial Calculators in Appraising
28. Valuation of Partial (Special) Interests
29. Writing an Effective Narrative Report

[b] Acceptable real estate topics include the following:

1. Real Estate Development
2. Real Estate Finance
3. Real Estate Investments
4. Real Estate (Property) Law
5. Real Estate Management
6. Real Estate Mathematical
7. Real Estate Syndication
8. Real Estate Taxation
9. Federal/State Taxation of Real Estate Investment
10. Land Use Controls/Zoning

[c] Acceptable business topic include the following:

1. Accounting
2. Corporate Finance
3. Economics (macro and micro)
4. Investments
5. Statistics

[d] Other Acceptable topics include the following:

1. Appraising Machinery and Equipment
2. Business Valuation
3. Construction
4. Surveying
5. Hazardous Waste
6. Any additional subject which the Commission may approve

(6) QUALIFICATIONS OF INSTRUCTORS FOR CONTINUING EDUCATION.

[a] The course owner/affiliated entity must have a written policy regarding instructor qualifications that requires the use of instructors who satisfy at least one of the following qualification requirements at a minimum:

1. The instructor must not have been disciplined by any licensing or certifying body in any manner. For purposes of this rule "disciplined" shall be defined as any letter, order or any other document or hearing which resulted in a finding of improper conduct by the instructor. An instructor may make written request to have this requirement waived. The Commission shall consider these requests on an individual basis. However, nothing in this rule shall create the right to a contested case hearing as defined by the Administrative Procedures Act.
2. The course owner/affiliated entity must have a written policy regarding instructor qualifications that requires the use of instructors who satisfy, at least one of the following qualification requirements at a minimum:
 - i. Possession of three (3) years of experience directly related to the subject matter to be taught; or
 - ii. Possession of a baccalaureate or higher degree in a field directly related to the subject matter to be taught; or
 - iii. Possession of three (3) years of experience teaching the subject matter to be taught.

1255-2.09 RECORDS.

The provider of any course(s) approved by the Commission shall maintain accurate and permanent records on all students enrolled in such course(s). The records shall include all information and ratings considered in determining whether students successfully complete such course(s). Such records shall be made available upon request to the Commission or its authorized representative.

1255-2.10 INSPECTIONS.

By applying for the Commission's approval of any course in real estate appraisal, the applicant agrees to permit periodic inspections and monitoring by the Commission or its authorized representative for the purposes of evaluating facilities, course content, instructor performance, or any other relevant aspect of the administration and conduct of such course. The provider applicant also agrees to provide the Commission, on a quarterly basis, with a list of all scheduled courses for the quarter, including the time, date and location of such courses, in order to facilitate such inspection.

1255-2.11 CHANGES IN APPLICATIONS.

Any material change in any information furnished in connection with any application for approval of a course (including, but not limited to, information concerning course content, instructors, and facilities) shall be submitted to and approved by the Commission before taking effect.

1255-2.12 WITHDRAWAL OF APPROVAL.

- (1) Approval of any course(s) may be withdrawn by the Commission if:
- [a] the conduct of a provider, an instructor, or any other school representative in either the establishment or conduct of a course violates, or fails to meet the requirements of, the provisions of this chapter or other applicable law;
 - [b] the information contained in the application for approval is materially inaccurate or misleading;
 - [c] the provider, an instructor, or any other school representative disseminates false or misleading information concerning any course;
 - [d] the provider, an instructor, or any other school representative possesses, claims to possess, reveals, or distributes any questions utilized in examinations given by the Commission; or
 - [e] the performance of the instructor is so deficient as to impair significantly the value of a course; provided, however, that the instructor shall receive adequate notice of the discovered deficiency and opportunity to demonstrate satisfactory correction thereof.

1255-2.13 PROMOTIONAL MATERIAL.

Material used for advertising or promoting any course must not be misleading. Any statements or claims made in such materials must be factually supported. The use of misleading materials for advertising or promoting any course constitutes grounds for withdrawal of approval of the course.

1255-2.14 REPETITION OF COURSE CONTENT.

- (1) The Commission will not award credit for completion of required qualifying real estate appraisal education if the content of

any course for which credit is claimed duplicates or repeats the content of a course for which credit has been previously received.

- (2) A license or certificate holder may obtain continuing education credit for any course taken more than once if the course has undergone a significant update or if the license or certificate holder has not taken the course within the previous five (5) years. This paragraph does not apply to courses in the Uniform Standards of Professional Appraisal Practice.
- (2) In general, an applicant for trainee registration, licensure, certification or renewal thereof may not claim credit for the same course as both qualifying and continuing education during the same renewal period; however, an applicant for upgrade may claim as qualifying education a course the applicant has taken for continuing education, but only if the applicant successfully completed the course examination.

1255-2-.15 FEES.

- (1) The required fee from a course provider for approval of qualifying education courses shall be two hundred dollars (\$200.00) for each course. Once the application has been filed and processed, the application fee may not be refunded.
- (2) The required fee from a course provider for approval of continuing education courses shall be one hundred dollars (\$100.00) for each course. Once the application has been filed and processed, the application fee may not be refunded.
- (3) Course approval shall be valid for a two(2)-year period from the date of approval and shall be renewed biennially thereafter.
 - (a) The provider of an approved course who wishes to renew such approval shall submit an application, on a form approved by the Commission, along with a renewal fee of two hundred dollars (\$200.00) for each qualifying education course or one hundred dollars (\$100.00) for each continuing education course within thirty (30) days prior to the approval expiration.
 - (b) In order to renew course approval and in addition to the payment of the appropriate fee, the provider shall also submit with the application a notarized statement certifying that the provider has not significantly changed the content of the course since its original approval.
 - (c) If a provider fails to renew course approval within thirty (30) days of the approval expiration date, the provider may, upon payment of a fifty dollar (\$50.00) penalty, apply for late renewal. No late renewals of course approval will be granted if over three (3) months have passed since expiration.
- (4) No fee will be required from state universities, colleges, and junior colleges which provide courses for qualifying or continuing education.

1255-2-.16 INDIVIDUAL REVIEW.

A license or certificate holder can apply on an individual basis for continuing education credit for a course or courses provided by the same provider which is not approved by the Commission. To be considered for credit, the proper form must be received along with a fee of twenty-five dollars (\$25.00).